Administrator User's Manual

Welcome
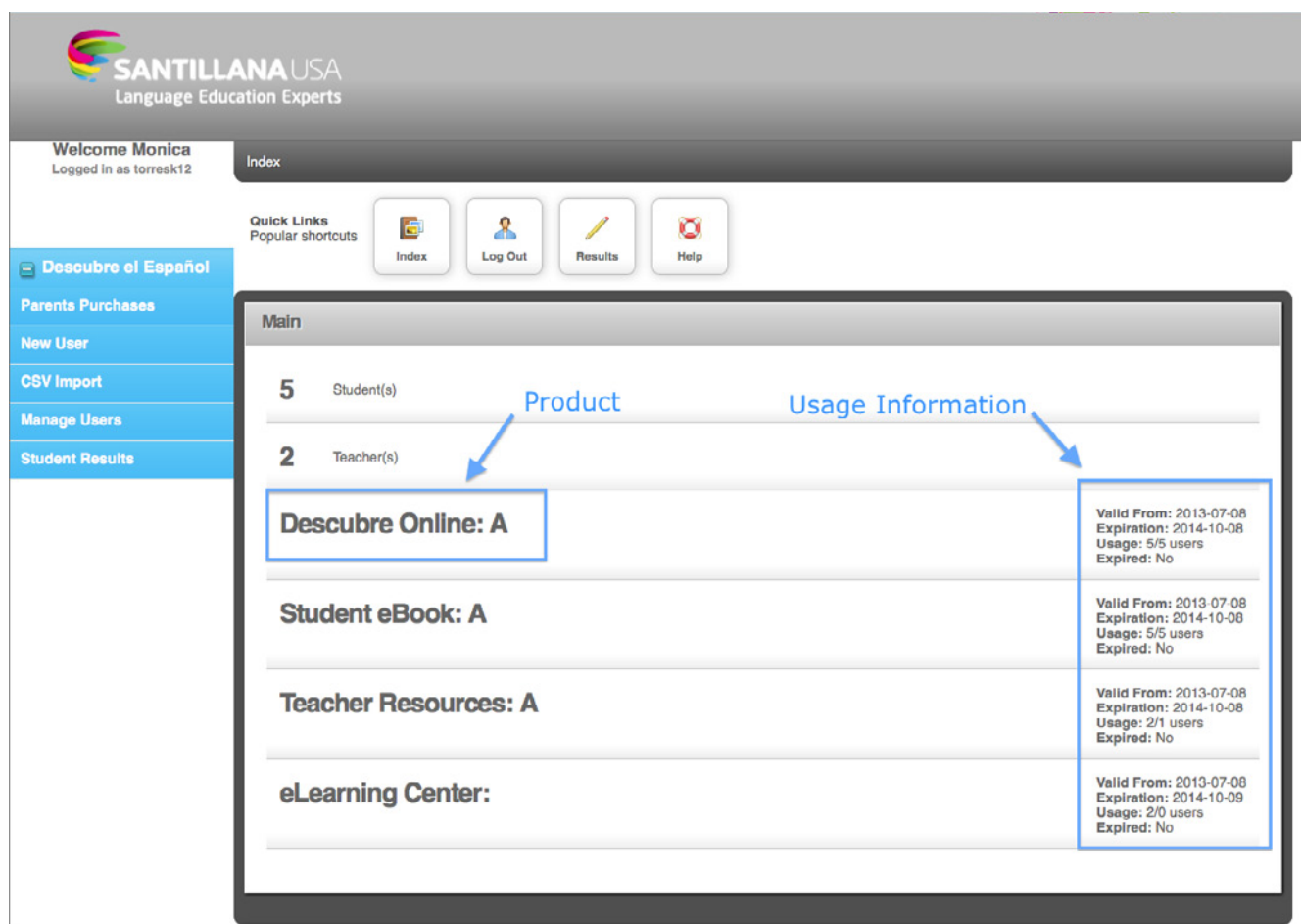
and thank you for choosing

Descubre el español con Santillana

SANTILLANA USA
Language Education Experts

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✔ Connect to elearning.santillanausa.com/licensing (no www in front). Select School Admin.

✔ Enter your login data. This information will come in an e-mail previously sent from Santillana USA.
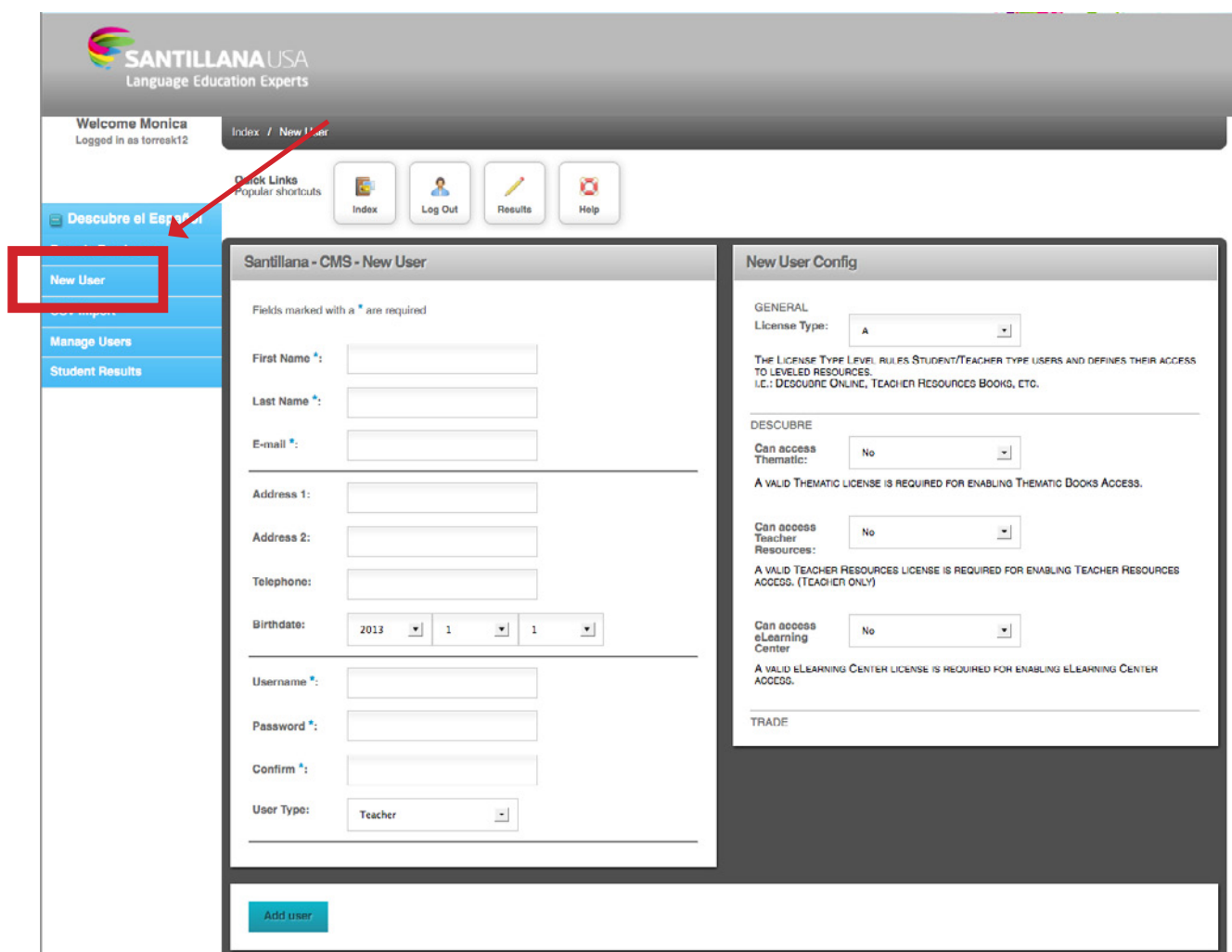
• Enter username and password.

• Then, click on Log in.

✔ Once you have accessed the platform, you will arrive on the Admin-Panel. From this page, you can view a summary of the products you have purchased:

• The expiration date

• Usage Information (total number of Students or Teachers you have enrolled)

✔ In order to create a NEW USER:

• Click on Users in the left column and then select NEW USER.
We recommend that you first create Teacher Users before creating
Student Users. This will allow you to later assign students to
teachers.

✔ Steps to create a USER:

• For **TEACHER**: Complete all the user information.

Santillana - CMS - New User

Fields marked with a * are required

1 First Name, Last Name and E-mail are required.

First Name *:

Last Name *:

E-mail *:

2 Address, telephone, and birthday are optional fields.

Address 1:

Address 2:

Telephone:

Birthdate: 2013 | 1 | 1

3 Enter a username and a password.

Username *:

Password *:

4 Confirm the password.

Confirm *:

5 Select the type of user: Teacher.

User Type: Teacher

✔   Steps to assign the products:

6 In the License Type field, select the **Descubre el español** Program Level that you wish to assign.

New User Config

GENERAL

Level: [A] ← **Select the Level**

BE SURE TO SELECT THE LEVEL YOU HAVE PURCHASED SO THAT THE STUDENTS AND TEACHERS HAVE ACCESS TO THE APPROPRIATE LEVELED RESOURCES.

DESCUBRE

7 Select the products that user has access to.

Can access Teacher eLearning Center [No] ← **Select YES**

A VALID ELEARNING CENTER LICENSE IS REQUIRED FOR ENABLING: TEACHER'S GUIDE, ANNOTATED EDITION OF PRACTICE BOOK, ASSESSMENT SYSTEM AND BLMS. (TEACHER ONLY)

Can access Teacher Resources: [No] ← **Select YES**

A VALID TEACHER RESOURCES LICENSE IS REQUIRED FOR ENABLING: STUDENT EBOOK AND ONLINE ACTIVITIES (TEACHER ONLY)

Can access Thematic: [No] ← **Select YES only if product was purchased**

A VALID THEMATIC LICENSE IS REQUIRED FOR ENABLING THEMATIC BOOKS ACCESS.

TRADE

8 When finished filling all the information, click on the ADD USER button.

Add user

✔ Steps to create a USER:

• For **STUDENT**: Complete all the user information.

1 First Name, Last Name and E-mail are required.

2 Address, telephone, and birthday are optional fields.

3 Enter a username and a password.

4 Confirm the password.

5 Select the type of user: Student.

6 The Assigned Teacher field is only valid when creating a Student User type. Use this field to assign Students to a particular Teacher.

Santillana - CMS - New User

Fields marked with a * are required

First Name *:

Last Name *:

E-mail *:

Address 1:

Address 2:

Telephone:

Birthdate: 2013 | 1 | 1

Username *:

Password *:

Confirm *:

User Type: Student

Assigned Teacher: Maestro Uno

ONLY VALID WHEN CREATING A STUDENT TYPE USER.

✔ Steps to assign the products:

6 In the License Type field, select the **Descubre el español** Program Level that you wish to assign.

7 Select the products that user has access to.

New User Config

GENERAL

License Type: [A ▾]

THE LICENSE TYPE LEVEL RULES STUDENT/TEACHER TYPE USERS AND DEFINES THEIR ACCESS TO LEVELED RESOURCES.
I.E.: DESCUBRE ONLINE, TEACHER RESOURCES BOOKS, ETC.

DESCUBRE

Can access eBook: [No ▾]

A VALID EBOOK LICENSE IS REQUIRED FOR ENABLING EBOOK ACCESS. (STUDENTS ONLY)

Can access Descubre Online: [No ▾]

A VALID DESCUBRE ONLINE LICENSE IS REQUIRED FOR ENABLING DESCUBRE ONLINE ACCESS. (STUDENTS ONLY)

Can access Anthologies: [No ▾]

A VALID ANTHOLOGIES LICENSE IS REQUIRED FOR ENABLING ANTHOLOGIES ACCESS. (STUDENTS ONLY)

Can access Thematic: [No ▾]

A VALID THEMATIC LICENSE IS REQUIRED FOR ENABLING THEMATIC BOOKS ACCESS.

TRADE

Can access Children's Literature [No ▾]

A VALID CHILDREN'S LITERATURE LICENSE IS REQUIRED FOR ENABLING CHILDREN'S LITERATURE ACCESS.

This field does not apply. Please disregard.

8 When finished filling all the information, click on the ADD USER button.

[Add user]

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✔ Please follow the instructions below to easily import a list of students into the platform.

General information

- Create a CSV file using a program like Office Excel or use the sample document available for download.

- This tool is only for adding student users.

- Avoid special characters like: , . * - ' "

STEP 1:

- First, teachers will have to be added through the single-user system (manually).

STEP 2:

- The assigned teacher's ID can be found under the "Manage Users" interface (left column) in the system.

ID	Last Name	First Name	Username	Type	E-Mail	School	License Type	eBook Access	Descubre Online Access	Teacher R. Access	Children's Lit. Access	eLearning C. Access	Anthology Student Access	Thematic Access	Teacher	Actions
3702	Student 1A	CSV	csvstudent1a	student	kacosta@edi.santillanausa.com	CSV TEST SCHOOL	A	✔	✔	✖	✖	✖	✖	✖	0	✎ ⊘
3703	Student 1B	CSV	csvstudent1b	student	kacosta@edi.santillanausa.com	CSV TEST SCHOOL	B	✔	✔	✖	✖	✖	✖	✖	0	✎ ⊘

STEP 3:

- Populate the CSV file with your data.

- It is important to know that the platform requires information to be placed in a certain order according to the database's standards. The current format is:

OUR PRODUCT

Column labels: Teacher ID | Username | First Name | Last Name | Address | Telephone | Birthdate | E-mail | Level (License Type) | User Type | eBook | Online | Teacher Resources | My eBooks | eLearning Center | Thematic Anthology

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	3000	pruebaelearninga	Prueba	eLearning A	2023 NW 84 TH AVE	3055919522	1/23/12	prueba@edi.santillanausa.com	A	student	yes	yes	no	yes	no	no	no
2	3000	pruebaelearninga2	Prueba	eLearning A	2023 NW 84 TH AVE	3055919522	1/23/12	prueba@edi.santillanausa.com	A	student	no	yes	yes	yes	no	yes	yes
3	3000	pruebaelearninga3	Prueba	eLearning A	2023 NW 84 TH AVE	3055919522	1/23/12	prueba@edi.santillanausa.com	A	teacher	no	no	yes	no	yes	no	no

Notes:

- It is important to enter the correct teacher ID, or the value 0 if there is no teacher assigned.

- Level (License Type) accepts the following values: A, B, C, D, E, and F, according to the program levels purchased.

- Do NOT add headers to your CSV file!
  The file should contain ONLY the data that will be inserted to the database. i.e.: No "User/Username/Name/Lastname" headers for the table.

- Max upload size: 10 MB

- Do NOT add commas to your in-cell values! i.g.: Miami, Florida

- Do NOT leave empty columns. Please write: none
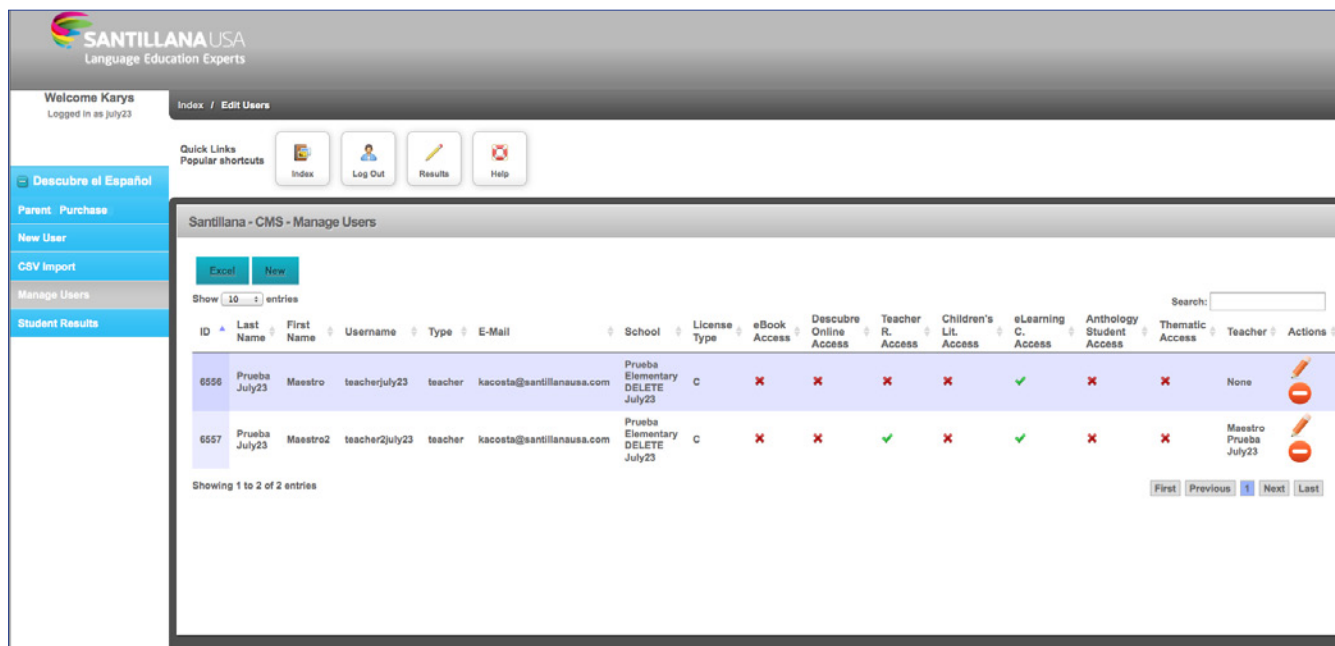
STEP 4:

- Once you save the CSV file, click on the BROWSE button and UPLOAD your document.

STEP 5:

- Follow the on-screen instructions to verify that the data has been properly added. Then press SEND.

✔ In order to edit or manage the user data, click on MANAGE USERS in the left column.

- You can search a user by name.

- You can edit the user information using the pencil tool icon ✏ .

- You can change any user information, including user password. You can't change the username.

- If you want to delete a user, just click on the Delete user tool ⊖ .

- Scroll all the way down to the right to see the "Delete" ⊖ icon and the "Edit" pencil ✏ .

- You can generate an Excel report with information to share with teachers.

✔ In order to manage the parent purchase data, click on PARENT PURCHASES in the left column.

- You can search a user by name.

- Review the list of users that already bought the product.

- You can edit the user's information, including the passwords. Usernames can not be changed.

- To assign a group of student to a particular teacher:

  1. Click on PARENT PURCHASE tab.

  2. Click on SELECT, user by user.

  3. Select the Teacher on the dropdown menu that you previously created.

  4. Click on ASSIGN STUDENTS button.
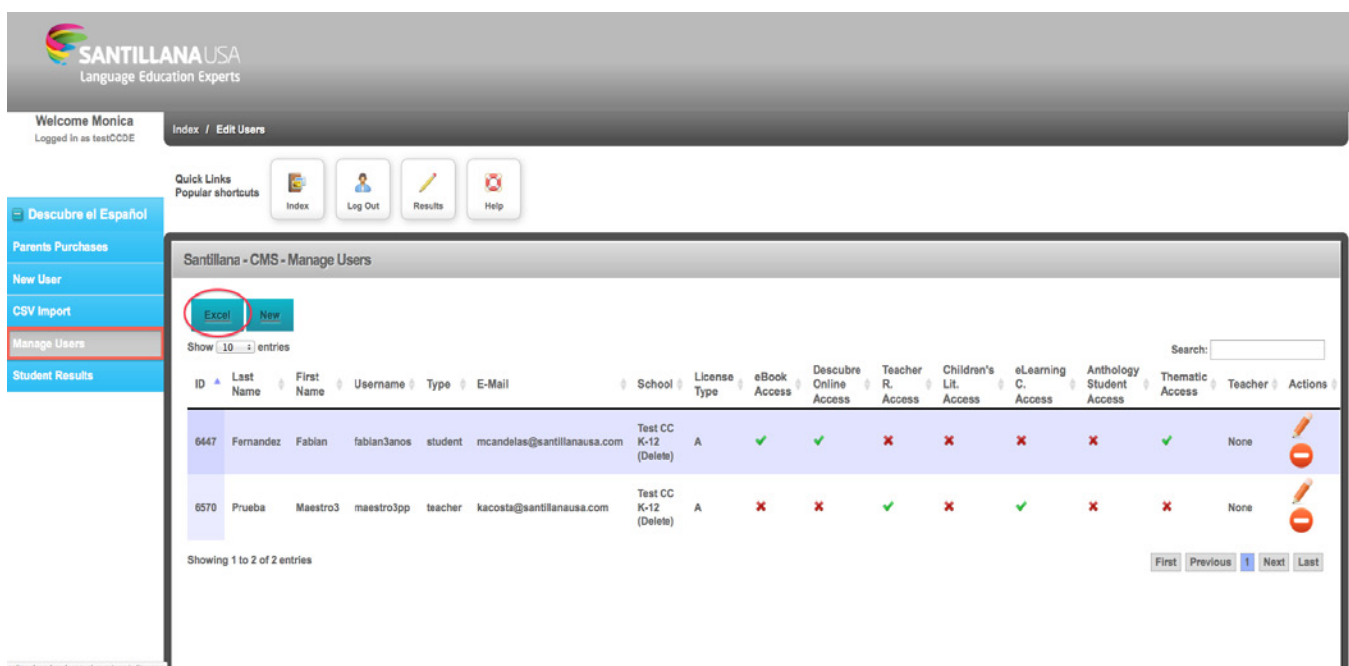
✔ There are two possible scenarios for multi-year licenses with *Descubre el español con Santillana*:

I. The school has multiple levels of the program available, so students will pass from one level to the next within the program.

II. Only one level of the program is available, so students do not pass from one level to the next.

✔ Please follow the procedures listed below according to the situation that is applicable to your school or district.

I. The school has multiple levels of the program. Passing students from one level to the next.

1. Before beginning, you may wish to export student data from the *Descubre el español con Santillana* eLearning Center into an Excel document. While student profiles may be transferred from level to level, the data about the student's progress and participation will not. This data, once exported, can be compiled to track student progress.

2. First, you must delete ⊖ the student profiles for the outgoing oldest class. For example, level F or the 5th grade class.

3. Next, you will assign the incoming fifth graders (previously in level E) to their new materials (level F this year). It is important that you change both the level to which the student has access as well as the teacher assigned to that student in the coming year. Then, select the product.

4. Continue progressively through the remaining students, from the upper levels to the lower levels.

5. This will leave you with one complete level available for incoming new students (first grade or kindergarten, for example). For these new entries, follow the steps for adding new users on page 5.

Note: While assigning each grade level's students to its new level, don't forget to delete student profiles for students who will not be enrolled this year, and to add student profiles for students who will be enrolling in each grade for the first time. The instructions for adding and deleting student profiles can be found on page 5.

II. The school has only one level of the program available. Deleting student profiles and adding new ones.

1. Before beginning, you may wish to export student data from the *Descubre el español con Santillana* eLearning Center into an Excel document. Once student profiles are deleted from the system, the data about the student's progress and participation will also be deleted. This data, once exported, can be compiled to track student progress.

2. Because the students will not be continuing through multiple levels, first delete all student profiles per the instructions on page 12.

3. Then, add this year's student profiles using the instructions on page 5.

✔ Remember to log out [Log Out] at the end of your session.

✔ Be sure students and teachers login from elearning.santillanausa.com or online.descubreelespanol.com

We hope you enjoy our product.

✔ **Operating System (OS)**
- Microsoft Windows XP, SP2 (32-bit) or higher
- Mac OS 10.4.11 or higher
- IOS 4.1.1.0.4

✔ **Processor**
- Intel Pentium 4 or higher (Win)
- Intel Core 2 Duo 2GHz or higher (Mac)
- You can use a Single-Core Intel 2.0GHz, but it is slow.

✔ **RAM memory**
- 1GB or higher (Mac & Win)

✔ **Broadband Internet Connection**
- DSL (4Mb)
- The minimum is DSL 1.5 Mbps. With this you can access the page, but the experience of content will be slower, especially in the video section.

✔ **Recommended resolution**
- 1280 x 1024

✔ **Flash Player**
- 10 or higher

✔ **Acrobat Reader**
- 8.1 or later

✔ **Browser**
- For best performance, we recommend the following browsers:
  - Chrome 18.0.1025.162m or later
  - Firefox 3.6.28 or later
  - IE 9 version 9.0.8112 or later
  - Safari 5.1.5 or later

  ** Any of these browsers need the Flash 10 plugin installed.

✔ **Firewall requirements**
- As long as the firewall is not blocking this site in particular, it should not be a problem. The pop-up blocker function in the browser needs to be disabled.

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